



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**



TECHNICIAN VACANCY ANNOUNCEMENT # 12-003

Position Title: Security Specialist

Open Date: 17 October 2011

Closing Date: 15 November 2011

Series/Grade: GS-0080-09

Salary Range: \$45,487 to \$59,128 (plus Cola of 17.23%)

Type of Appointment: Excepted

Military Grade Required: OFF: 0-1 to 0-3; WO: W-1 to W-3; ENL: E-5 to E-9

Compatible MOS: OFF: 01A; WO: 350B, 351B/C; ENL: 31B

Duty Location: Joint Force Headquarters

Selecting Official: MAJ Donald W. Woodley

Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the Joint Force Headquarters. The purpose of this position is to serve as a Security Specialist and as a point of contact on intelligence matters. Serves as a state security monitor. Implements security regulations through spot-checks or random sampling of classified defense documents. Develops procedures on emergency removal of plans. Performs other duties as assigned.

Qualification Requirements

General Experience: Experience, education or training that has provided analytical, decision making, or administrative skills which demonstrates the candidate's ability to accomplish the work of an organization. This experience must demonstrate the ability to work cooperatively and successfully with others.

Specialized Experience: Must have at least 24 months experience, education, or training in planning, directing, coordinating, and controlling base and law enforcement activities. Experience providing training in areas related to this position. Experience analyzing reports of investigations and maintaining security records.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Knowledge of security principles, concepts and methodologies to evaluate state security procedures.

- Knowledge of security programs, methods and techniques to provide input to committees, meetings, and conferences to develop instructions based on objectives, procedures and regulations.
- Knowledge of security procedures to perform inspections and risk vulnerability assessment analysis.
- Knowledge of effective, security programs to provide advice and assistance to units and organizations.
- Knowledge of physical security requirements and inspections to advise and train personnel.
- Knowledge of the NATO Classified Information Program to ensure compliance with applicable regulations, regulation and inspections.
- Knowledge of information security requirements, regulations and procedures to effectively provide advice on information security.
- Knowledge of the Risk Analysis/Vulnerability Assessment Security Program to provide recommendation and guidance to ARNG units for implementation.
- Knowledge of operations security, communications security, personnel security (high level officials) to provide advice.
- Knowledge of intelligence matters to include collection and evaluation of information for dissemination to the staff.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

You application package **must** have these documents to be considered:

Optional Form 612 **or** Resume
Non-flagging Memorandum

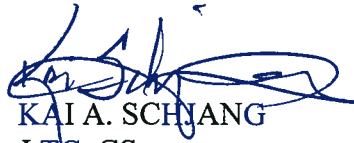
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All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



KAI A. SCHIANG
LTC, GS
Human Resources Officer

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